



EXAMINATION OPEN TO THE PUBLIC EMERGENCY MANAGEMENT PROGRAM SPECIALIST

ANNUAL \$63,502
SALARY: \$82,022

SALARY
GROUP: AR 24

APPLICATION CLOSING
DATE: JANUARY 27, 2012

EXAM
NO: 120040OCDM

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Emergency Services and Public Protection, this class is accountable for independently performing a full range of tasks in planning, monitoring, evaluating and implementing the State's Comprehensive Emergency Preparedness Plans, Homeland Security Plans or statewide public health emergency preparedness plans and drills.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY JANUARY 27, 2012:

GENERAL EXPERIENCE: Six years of experience in planning, technical writing, program management, grants administration, training or public information. It is desirable that at least three years of the general experience be in planning including developing written long term plans broad in scope and having impact on a number of operations. [Note: Planning is defined as collecting and analyzing technical data (social, environmental, economic, governmental), determining problems and concerns and developing long term plans accordingly. These are formal, written plans, i.e. statements of goals and objectives, recommended alternatives for action and policies and programs to achieve the goals and objectives. Generally, these plans will impact statewide activities or a large-scale corporation, which has branch or satellite facilities. Candidates must perform these types of duties the majority of time and the planning function must be the major thrust of the job.]

SUBSTITUTIONS ALLOWED: (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in emergency preparedness/homeland security, planning, public administration, public information or a closely related field may be substituted for one additional year of the General Experience.

SPECIAL REQUIREMENTS: (1) Incumbents in this class must possess and retain a Motor Vehicle Operator's License. (2) Incumbents in this class may be required to travel. (3) Emergency management drills and actual emergencies may require work outside of normal hours. (4) On-call status may be required.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of drill/exercise design and conduct; knowledge of Homeland Security Exercise Evaluation Program (HSEEP) requirements and ability to train others in meeting such requirements; considerable oral and written communication skills; considerable interpersonal skills; ability to analyze problems, interpret data, determine alternatives and propose solutions; ability to prepare and present oral reports of considerable complexity with clarity; ability to establish and maintain effective working relationships; ability to organize and prioritize multiple tasks; ability to develop efficient systems to collect and organize data; ability to use EDP systems.

THE EXAMINATION WILL BE COMPOSED OF:

PART
EXPERIENCE AND TRAINING

WEIGHT
100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT:

- (1) Completed Application Form (CT-HR-12)
- (2) Supplemental Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: **Section 1.** For each job (maximum of three) which you feel has best prepared you for the job of Emergency Management Program Specialist, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Emergency Management Program Specialist cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1)** Experience in planning, developing, implementing, monitoring and evaluating comprehensive emergency preparedness, homeland security or statewide public health emergency preparedness plans, procedures and programs. Be specific in describing the size and nature of the plan (statewide, regional, or local) and on whom it impacted. Detail your experience developing written long term plans, i.e., statement of goals and objectives, recommended alternatives for action to achieve goals and objectives. Be specific as to your role in the planning process and whether you worked independently or as part of a team. Describe your experience coordinating civil preparedness and natural disaster plans for cities and towns. Experience evaluating resources, determining need for funding; obtaining federal funds. **(2)** Experience planning, designing and managing formal research projects and long range planning projects. Be specific about the nature, size and scope of the project(s), your experience developing methods and procedures. Include your experience collecting and developing research data and designing, developing, and managing databases. Indicate your experience forecasting and/or making recommendations based on research data. Describe experience using statistical techniques and methods, pre-packaged computer programs or designing computer programs. **(3)** Experience in grant and contract administration. Be specific about the nature, size and scope of the grant program(s) for which you were responsible. Detail your experience developing program components including goals and objectives, evaluation standards, timetables and departmental policies. Include your experience developing budget proposals, preparing grant applications, contracts, and requests for proposals. Also include your experience in establishing and maintaining a comprehensive financial management information system; monitoring expenditures against program budget, and managing grant programs to their successful conclusion. **(4)** Interpersonal/oral and written communications experience. Detail your experience providing training/technical assistance and/or consultative services, to whom it was provided, the purpose and the topic(s) involved. Describe experience serving as a liaison or spokesperson for emergency management and/or homeland security issues. Include examples of experiences you have had speaking to groups, facilitating meetings, chairing or serving on committees or boards. Include information on your experience preparing and presenting oral reports of considerable complexity with clarity and persuasiveness. Detail your experience writing and preparing plans and reports, publications, documents and other correspondence relative to emergency management and/or homeland security programs and services. Be specific as to the purpose of these reports or written materials, for whom they were prepared and the intended outcome. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** **(1)** Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. **(2)** Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). **(3)** Do not include materials other than those requested above. **(4)** **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by January 27, 2012.** **(5)** Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875). If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application/examination package and the fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. **(6)** Due to the large number of applications received, we cannot confirm receipt of applications. **(7)** **Examination scores will be mailed by March 9, 2012.** **(8)** A separate application/examination package must be submitted for each exam you are applying for.

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Offices of the Connecticut State Job Centers.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.